REQUEST FOR PROPOSAL 1213
Case Management Services, Drug Court

CONTACT INFORMATION

Buyer | Cindy Greco  
E-mail | cgreco@waukeshacounty.gov  
Fax | 262-548-7668  
Mailing Address | Waukesha County Purchasing Division  
| 515 W. Moreland Blvd, Rm AC310  
| Waukesha, WI 53188

SCHEDULE OF EVENTS

The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.

RFP released: Friday, 11/4/11  
Questions Due: 10:00 a.m. on Friday, 11/18/11  
Amendment Issued: By COB Monday, 11/21/11  
Proposals Due: Tuesday, 12/6/11  
Notice of Interviews: No later than Monday, 12/12/11  
Interviews, if required: Thursday and/or Friday, 12/15 or 12/16/11  
Finance Committee Approval: 1/4/12  
Commencement Date 2/1/2012 (or upon execution of contract, whichever is later)
REQUEST FOR PROPOSAL
PREPARATION, SUBMISSION, PROCESS AND AWARD

1. COMMUNICATION
This RFP is issued on behalf of Waukesha County by the Purchasing Division. The Buyer assigned to this RFP, along with contact information, is noted on Page 1. The Buyer is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

The County prohibits communication initiated by the respondent to any County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

2. ACCESS TO COUNTY BUILDINGS
Controlled access screening is mandatory for all vendors seeking access to the Courthouse and Administration Building. Vendors who will be visiting either building are to enter and exit the facilities through the main Courthouse public entrance (Door #2), 515 W. Moreland Blvd. Screening will take place in the lobby of the Courthouse. A corridor near the Courthouse lobby connects both buildings together.

Click on the following link for more detailed information regarding the screening process: http://www.waukeshacounty.gov/defaultwc.aspx?id=37689. A map of the Government Center campus identifying public access points and parking areas is also included on the bottom of the page.

Allow sufficient time to get through the screening process if you are hand delivering your responses or attending a meeting.

3. CLARIFICATIONS/AMENDMENTS
If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference (if applicable). Please note the due dates and times noted on Page 1 for both preliminary and final questions. All questions must be submitted to the buyer in writing, via fax or email, with the RFP Number and Description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Waukesha County website: https://purchasing.waukeshacounty.gov, in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the opening date. All amendments must be acknowledged on the RFP Signature Page in the area provided. Failure to do so may result in your response being rejected.

4. CONTENTS OF PROPOSAL
All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

5. NONCONFORMING TERMS AND CONDITIONS
A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are subject to rejection as nonresponsive. Waukesha County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

6. AMENDMENT/WITHDRAWAL OF PROPOSALS BY VENDOR
After receipt by the Purchasing Division, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Purchasing Division.

Proposals may be withdrawn only in total, and only by a written request to the Purchasing Division prior to the time and date scheduled for opening of proposals.
7. PROPOSAL FORMAT & SUBMISSION

A. Format
Proposal Response documents may be submitted hard copy OR electronically; do not submit both or your response may be rejected.

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, firms must complete only the Proposal Response and Pricing documents provided by the County regardless of whether you are submitting hard copy or electronically; i.e. do not submit the Proposal Response document and a response in another form/format. The Proposal Response document is posted on Waukesha County’s website along with this RFP.

Failure to use the Proposal Response document may result in your response being rejected. If both our Proposal Response document and another submittal format are received, only the Proposal Response document will be evaluated.

Although additional documents/attachments may be submitted as supplements to either your hard copy or electronic response, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Proposal Response document; i.e. do not respond with “Reference Attachment”. Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included.

B. Proposal Response Submission – HARD COPY:
Respondent shall be required to mail one (1) original and five (5) copies of the Proposal Response document in a sealed package, box or envelope to arrive no later than 2:00 P.M. CST on Tuesday, 12/6/11.

Each hard copy should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable.

Responses should be identified in the lower left corner as follows:

PROPOSAL RESPONSE, RFP # 1213 – Case Mgmt – Drug Court - OPENING DATE: 12/6/11

C. Pricing Document/RFP Signature Page Submission – HARD COPY:
Pricing must be submitted on the forms provided. Failure to do so may result in your proposal being rejected.

The RFP Signature Page should be printed, completed in its entirety (with the exception of the tracking ID field; which is only required for electronic submissions), and signed. Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area.

The RFP Signature Page along with one (1) original clearly marked and identified as such, and one (1) copy of the Pricing Document should be mailed to arrive no later than 2:00 P.M. CST on Tuesday, 12/6/11.

The Pricing Document and RFP Signature Page should be in a sealed envelope separate from the Proposal Response documents and identified in the lower left corner as follows:

PRICING DOCUMENT, RFP ## 1213 – Case Mgmt – Drug Court - OPENING DATE: 12/6/11

D. Mailing Address
All hard copy submissions are to be mailed to:

Waukesha County Purchasing Division
Administration Center, Room 310
515 W. Moreland Boulevard
Waukesha, WI 53188

E. Hand Delivery
If you are delivering your response in person, you must enter through the main courthouse public entrance, 515 W. Moreland Blvd. and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date.

Proposal Requirements, Page 3 of 6
F. Response Submission - ELECTRONIC SUBMISSION:
In lieu of a hard copy response, respondents may create an electronic response using the Purchasing website and following the directions contained therein (https://purchasing.waukeshacounty.gov). Fax or email responses are not considered electronic submissions.

The following documents will need to be downloaded and saved to your computer to provide an electronic response:

- Proposal Response
- Pricing Document

Once you have made your response final, you must print out the RFP Signature Page. If the page has the Tracking ID field populated, you have correctly finalized your document correctly.

Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area. The RFP Signature Page must be submitted to the Purchasing Division prior to the opening date and time.

Complete all fields; acknowledge amendments if applicable, manually or digitally sign (no stamped signatures allowed) and:

- Fax to 262-548-7668 or
- Save to your computer and use the “Add a Document” feature on the website to upload the document

G. Response Receipt/Opening:
Responses received after the due date and time will be rejected.

Proposals will be opened and the name of the respondents read; however, details of each proposal, including proposed fees, will not be announced at the time of opening. Such information shall be made public after an award has been made and all negotiations are completed.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

8. INTERVIEWS
Interviews may be required of selected finalists at the respondent’s expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

If an interview is required, the selected finalists will be notified of the date and time of the interview process in accordance with the schedule on Page 1. Vendors not selected will also be notified.

Proposers not selected will be notified that their proposal will no longer be considered unless the evaluation committee finds, after the completion of interviews, that additional proposers should be interviewed.

9. EVALUATION & AWARD
Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Contractor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of the Waukesha County.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of firm in providing similar services</td>
<td>10%</td>
</tr>
<tr>
<td>Qualifications of staff assigned to provide services outlined in proposal</td>
<td>20%</td>
</tr>
<tr>
<td>Quality and completeness of Proposal including methods used to produce deliverables and adequacy in responding to the scope of services as defined in RFP</td>
<td>40%</td>
</tr>
<tr>
<td>Cost</td>
<td>30%</td>
</tr>
</tbody>
</table>
10. **OTHER CONSIDERATIONS**
Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

11. **RESERVATIONS**
This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Purchasing Division reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

12. **NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS**
No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

13. **CONTRACT DOCUMENTS**
The successful vendor will be required to execute the following contract document (s) as applicable:

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Description of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Waukesha County’s Service Contract</td>
</tr>
<tr>
<td>Yes</td>
<td>HIPAA Agreement</td>
</tr>
<tr>
<td>Yes</td>
<td>Business to Business (B2B) Network Access Agreement</td>
</tr>
<tr>
<td>No</td>
<td>Server Access Policy</td>
</tr>
<tr>
<td>No</td>
<td>IT Data Destruction Form</td>
</tr>
</tbody>
</table>

Click on the link below to review the applicable contract documents:


These documents are not to be executed at this time nor returned with your response; they will only be required of the successful vendor.

14. **RFP TABULATIONS**
RFP tabulations are available to the public after contract execution, approximately 60-90 days from the date of opening. RFP Tabulations can be found at our website ([https://purchasing.waukeshacounty.gov](https://purchasing.waukeshacounty.gov)). If you are unable to access the Internet, you may contact 262-548-7888 for a hard copy. Copies are 15 cents per page plus postage costs if applicable.
I. INTRODUCTION
Waukesha County is seeking proposals from qualified individuals/firms to provide case management services for the Waukesha County Drug Court program. These services include drug abuse screening, supportive service referrals, drug testing, intensive client supervision and monitoring, and participation on the Drug Court staffing team.

It is anticipated that direct client services will commence on approximately 2/1/2012 and continue through 9/30/2014, which is the scheduled end date of the federal grant period.

II. BACKGROUND
Waukesha County created the Criminal Justice Collaborating Council (CJCC) in 2002. The CJCC is comprised of thirteen members representing all aspects of the criminal justice system. The mission of the CJCC is to enhance public safety and promote the effective and efficient administration of the criminal justice system through community collaboration by ensuring offender accountability and providing rehabilitation services, while recognizing the rights and needs of victims. The CJCC provides oversight of most criminal justice related programs for the County.

In October 2010, the CJCC formed the Drug Abuse Trends Committee, chaired by District Attorney Brad Schimel, to closely examine the rising opiate abuse problem within Waukesha County. One of the recommendations of this committee was to implement a drug court program in Waukesha County to address this emerging need. Shortly thereafter, the CJCC applied for drug court implementation grant funding from the U.S. Department of Justice (USDOJ) Bureau of Justice Assistance (BJA) and was notified of the grant award in September 2011.

III. SCOPE OF SERVICES

A. Hours/Location
The CJCC expects that the exact hours and the exact work requirements may change over time. The nature of the work is general criminal justice case management duties. Staff must be comfortable working in direct contact with incarcerated and non-incarcerated defendants and offenders.

The responding organization will have to provide their own local offices suitable for defendants and offenders to be able to visit.

B. General
The Waukesha County Drug Court will utilize a deferred prosecution model, which is post-plea and pre-disposition. The District Attorney’s Office is the gatekeeper for the program, making the initial recommendation of defendants who meet minimum eligibility criteria, to include: a non-violent offender, 17 years of age or older, a Waukesha County resident, and who has a history of drug abuse.

The Drug Court will use community and justice system resources in a cost effective and efficient manner while holding offenders accountable and protecting public safety. This four-phase program will consist of intensive supervision of defendants by the case manager, frequent appearances before the Drug Court Judge, mandatory individualized drug treatment, regular attendance at self-help groups (Narcotics Anonymous or equivalent), and rigorous drug testing. The specific phase requirements are still in the development process as this is a new program.

Graduated incentives and sanctions are a fundamental component of the National Association of Drug Court Professionals’ (NADCP) 10 Key Components of effective drug courts, and will be utilized according to an established protocol that specifically details incentive/sanction levels for various actions. Behaviors or actions that either strongly support or violate participants’ treatment or supervision plans could result in either a sanction or an incentive in any phase.
Graduated sanctions can include: incarceration (jail, Huber, electronic monitoring), phase demotion, increased treatment requirements, increased drug testing requirements, increased attendance at self-help groups, increased contacts with case managers, placement at the end of the court docket, public reprimand, community service, verbal warnings, and writing assignments.

Graduated incentives can include: verbal praise, phase advancement, fewer required self-help groups, reduction in jail days, reduction in the period of supervision, advancement to the top of the court calendar, graduation, certificate reflecting completion of individual program goals, public praise, coins, and reduction in the number of case management contacts and more. Incentives will not only be provided for major milestones (phase changes) but also for many lesser accomplishments.

The case manager will work in collaboration with many county departments, existing programs, and community agencies including: Waukesha County Circuit Court, Waukesha County District Attorney’s Office, Waukesha County Office of the State Public Defender, Waukesha County Department of Administration, Waukesha County Department of Health and Human Services, Circuit Court Judges, Court Commissioners, Waukesha County Criminal Defense Attorneys, Wisconsin Department of Corrections Division of Community Corrections, Waukesha County Police Chiefs’ Association, community-based alcohol and other drug treatment providers, and other community partners.

C. Staffing
Waukesha County is requesting 1 FTE Case Manager to provide case management services to 75 offenders over the three-year grant period (approximately 25 offenders per year). Case managers will be required to attend weekly staffing prior to court sessions, as well as court sessions themselves, which will often last into the early evening hours. Other weekday work hours will need to be flexible to accommodate participants’ work schedules, and weekend hours may be required.

D. Workload
The case manager will supervise an active caseload of approximately 25-35 participants at any given time, serving approximately 75 participants over the three-year grant period. The case manager will be responsible for assisting in the screening of offenders for eligibility, enrolling them into the program, providing ongoing case management throughout the duration of the program, administering instant cup urine drug screens and Preliminary Breath Tests (PBT’s), and preparing information on participants’ progress prior to all staffing.

E. Screening
The case manager will administer the Texas Christian University (TCU) Drug Screen II (a free screening tool), as well as a risk assessment tool (to be determined by the County) to all potential drug court program participants, which will aid in eligibility determination.

F. Monitoring
- Explaining program components to offenders
- Completing an intake assessment with each Drug Court participant to determine their needs
- Meeting with Drug Court participants as defined by each participants Phase for “face to face” appointments
- Monitoring participants’ compliance with phase requirements and terms of supervision
- Assisting and providing participants with linkages to appropriate supportive services
- Administering frequent, random drug tests (and PBT’s when necessary) and reporting results at staffing
- Maintaining paper and electronic files on participants
- Preparing weekly chart notes on Drug Court participants for submission to the Drug Court Staffing Team for review
- Working with treatment providers to ensure participants are enrolled in and regularly attending their recommended treatment programs and report this information to the Drug Court staffing team
- Monitoring participants’ payment of treatment fees, program fees (if applicable), and court related fees
- Other duties as required
G. Deliverables
- Record defendant, offender, and other program data in software applications and/or formats defined by the CJCC
- Attendance at Drug Court staffings, team meetings, and other required CJCC meetings
- Update the Drug Court Policy and Procedures Manual on an as-needed basis
- Administration of PBT’s and instant cup urine drug tests
- Preparation of participant updates for the Drug Court staffings
- Monthly program outcome reports as defined by the CJCC
- Compliance with all local program reporting requirements as requested by the CJCC
- Preparation and submission of monthly progress reports in compliance with federal funding requirements
- Attend the National Drug Court Institute’s (NDCI) discipline-specific drug court case management training in Reno, Nevada (all expenses paid for by the County in accordance with our then current travel policy; copy posted along with this solicitation.)

IV. QUALIFICATIONS
- Bachelors degree in Criminal Justice or related field preferred (Some experience may be substituted for education)
- Clinical Substance Abuse Counselor (CSAC) credential
- Case management experience preferred
- Specific experience working within the criminal justice system preferred
- Computer skills to include a working knowledge of Microsoft Word and Excel
- Working knowledge of basic office equipment to include but not limited to computer, fax and copier

V. SUPPLIES, EQUIPMENT, ETC.

A. Provided by County
Waukesha County will provide the following to the individual/firm contracted to provide case management for the Drug Court Program:

- TCU Drug Screen II Form & Administration Instructions
- Risk Assessment Tool (To be determined by County)
- Access to the Jail database (Spillman)

B. Not Provided by County
Waukesha County will not provide the following to the individual/firm contracted to provide case management for the Drug Court Program:

- Physical space for the Drug Court Case Manager
- Office equipment including but not limited to telephone, computer, fax machine, copy machine, computer programs necessary to complete identified services and provide required deliverables, and printer
- Drug testing supplies to conduct PBT’s and instant cup urine tests
- Office furniture including but not limited to desks and chairs
- Office supplies including but not limited to paper, pens, stapler, etc.

VI. INSURANCE
The successful contractor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract as noted below. Insurance certificates must be issued by a company or companies authorized to do business in the State of Wisconsin and that are satisfactory to the County. Such insurance shall be primary.

Prior to execution of the written contract, the successful contractor shall furnish the County with a Certificate of Insurance issued and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or non-renewal during the term of the agreement.

Waukesha County, its boards, commissions, agencies, officers, employees and representatives must be named as additional insured with respects to the General Liability and so stated on the certificate of insurance.
Failure to submit or maintain the insurance requirements can make the contract void at the County’s discretion. Minimum requirements are as follows:

**Worker’s Compensation and Employers’ Liability Insurance** – Statutory worker’s compensation benefits and employers’ liability insurance with a limit of liability not less than $100,000 each accident. Contractor shall require subcontractors not protected under its insurance to take out and maintain such insurance.

**Worker’s Compensation Waiver of Subrogation** – County shall not be liable to Contractor or its employees for any injuries to Contractor’s employees arising out of the performance of work under this agreement. Contractor and its worker’s compensation insurance carrier agree to waive any and all rights of recovery from the County for worker’s compensation claims made by its employees. The Contractor agrees that the indemnification and hold harmless provisions within this contract extend to any claims brought by or on behalf of an employee of the Contractor.

**General Liability Insurance** *(including errors and omissions)* – Policy shall provide coverage for premises and operations, products and completed operations, personal injury and blanket contractual coverage. Errors and omissions shall not be excluded or a separate policy covering such exposure shall be maintained. Limit of liability not less than $500,000 each occurrence and aggregate.

**Automobile Liability Insurance** – Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limit of liability not less than $500,000 combined single limit.

Failure to submit an insurance certificate, as required, can make the contract voidable at the County’s discretion. Additionally, the Contractor shall not allow any subcontractor to commence work until the insurance certificates, where applicable, have been obtained from the subcontractor and approved by Waukesha County.

### VII. BACKGROUND CHECKS

Contractor shall complete background checks at Contractor’s expense on all personnel prior to starting any activity for the County. Contractor shall confirm in writing to Waukesha County that they have successfully conducted the background checks prior to the commencement of work and that Contractor will not use any personnel for whom background checks have revealed factors that make them unsuitable for the activity to be undertaken for the County. This includes replacement personnel.

At a minimum, resources to be checked should include, but are not limited to, civil (http://wcca.wicourts.gov/index.xsl) and criminal records (http://wi-recordcheck.org/index.html), Department of Transportation motor vehicle/licensing records (http://www.dmv.org/wi-wisconsin/department-motor-vehicles.php). In order to do so, Contractor must obtain certain information for each of the Contractor’s employees expected to be performing work for Waukesha County. At a minimum, the information shall include full name (including middle initial), date of birth and social security information. Additional information that is helpful in completing background checks includes maiden name, sex, race, driver’s license number and issuing state and places of residence for the last three years.

**NOTE:** If the individual has resided outside of the State of Wisconsin within the last three (3) years, you will have to do similar research within the state they resided in.

All costs associated with the background checks are to be borne by the Contractor. All records received as a result of background checks are to be retained by the Contractor for a period of three (3) years after contract expiration.

Waukesha County reserves the right to request the results of the background checks and/or to do additional background checks on their own.

For those individuals that will work within the Waukesha County Sheriff’s Department, including the jail or Huber facility, or if when they will be working on any jail related system (security, electronics, inmate phones, etc.) outside of these areas, the following must occur:

1. At least 48 business hours prior to the scheduled commencement of the work, personnel will be required to fill out a personal history statement form, as well an authorization for release form.
2. A security check will be performed and the results of the check will be relayed back to the contact person within 24 hours. The reported results will be that the worker is either a) cleared for access to the jail and/or the Sheriff’s Department or b) not cleared for access to the jail and/or the Sheriff’s Department.
3. If the contracted firm has prior knowledge of issues with the workers that may be questionable, contact Captain Meg Schnabl at 262-548-7177 or Detective Paul Stadler at 262-896-8142 and she/he will be able to make an upfront assessment if the individual would be allowed access or denied.

VIII. MISCELLANEOUS

1. Vendors who will be visiting either the Courthouse (515 W. Moreland Blvd.) or Administration Center (1320 Pewaukee Rd.) must enter and exit the facilities through the main Courthouse entrance (door #2). Screening will take place in the lobby of the Courthouse. A corridor near the Courthouse lobby connects both buildings together. For more information, click on the following link (or copy and paste into your browser):

2. Waukesha County supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The filing of a proposal in response to this RFP is considered certification that the proposer is in compliance with the INA and has established appropriate procedures and controls so that no services under this contract will be performed by a worker who is not legally eligible to perform such services.

3. All personnel working on-site shall be required to wear an ID badge, dress appropriately and maintain proper hygiene. Failure to do so can be cause for termination of the individual.

4. All subcontractors must be identified in your proposal response. If Sub-Contractors are used, Waukesha County will consider the proposing vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such sub-Contractor arrangements. The Prime Contractor will be fully responsible for the acts, errors, and omissions of the Sub-Contractor. The successful Respondent shall cause appropriate provision of its proposal to be inserted in all subcontracts ensuing to ensure fulfillment of all contractual provisions by subcontractors.

5. The County shall be entitled to request the removal of individuals working on this project for any of the following grounds, provided that such request be in writing and shall specify the reasons for the County’s dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) lack of compatibility with County staff; or (iv) violation of County rules or policies. Upon such written request, the County and CONTRACTOR shall decide on a course of action to cure any such problems, provided that there shall be no cure opportunity required for problems involving categories (ii) or (iv) in the preceding sentence. In the event CONTRACTOR does not cure the problem within (7) days from the date of notice, CONTRACTOR shall remove such person and shall promptly provide a qualified replacement. The County will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County. The vendor is responsible for ensuring that any substitute personnel have comparable skills and experience. The County reserves the right to interview substitute personnel prior to commencement of activity on the project.

6. The successful Contractor(s) shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from Waukesha County or from others in carrying out its functions under the contract shall be used or disclosed by it. Waukesha County reserves the right to review such procedures to ensure acceptability to Waukesha County. If information and/or records are requested of the successful Contractor(s) by anyone other than Waukesha County personnel, Waukesha County shall be notified immediately. Waukesha County will address all requests.

IX. INTERVIEWS

Interviews may be required of selected finalists at the respondent’s expense. The selected finalists will be notified of the date and time of the interview.

The County anticipates sending e-mail notification by 12/13/11 to the respondents selected for an interview. Respondents not selected will also be notified that their proposal will no longer be considered unless the Committee finds, after the completion of interviews, that additional respondents should be interviewed.

NOTE: Respondents should set aside 12/15/11 and 12/16/11 for interviews.
X. TERM, PRICING AND PAYMENT

A. Term
The term of the contract will be for the period 2/1/12 through 9/30/14, contingent upon grant funding from the U.S. Department of Justice (USDOJ), Bureau of Justice Assistance (BJA) and satisfactory contract performance.

B. Pricing
Pricing will be requested on a cost per month basis. Pricing must be firm through the end of the first calendar year, i.e. 2/1/12 through 12/31/12. Thereafter, pricing for the periods 1/1/13 thru 12/31/13 and 1/1/14 thru 9/30/14 are subject to escalation/de-escalation as noted below.

Pricing is subject to escalation/de-escalation in accordance with the Bureau of Labor Statistics (BLS), National Employment Cost Index (ECI), Total Compensation, Private Industry Workers, Service Occupations (Series ID CIU2010000300000A)(B), or 3%, whichever is less. The percentage of increase/decrease will be based on the change from 2nd quarter of the previous year to 2nd quarter of the current year to calculate the percentage of increase or decrease to the County.

C. Payment
Waukesha County's preference is to pay for goods/services on a P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purchases. Vendor should note how many days after receipt and acceptance of good or receipt of invoice (whichever is later), payment must be processed to accept the credit. Please keep in mind that we will not process payment until/unless compliance with the requirements is confirmed and that Waukesha County requires a minimum of two days to process p-card payments.

If you are unable to accept credit card, payment will be made within thirty days after acceptance of equipment and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms of the Pricing Document). For example, 1%/10 days. Discounts will be taken into consideration when evaluating costs.

END OF DOCUMENT